Login to Works

Once granted access to the Pcard reconciliation system, Works, you will receive a ‘welcome’ email from the system that includes your username and a link to a site which will allow you to setup a password. After you have created a password from the initial login page, you will need to access the actual Works site, located at:

https://payment2.works.com/wpm/bookmark

Enter your HR employee id as your username and the password that you previously created. Please bookmark this site for future use and note that Works is only fully functional in Internet Explorer or Firefox.

Please know that if you attempt to enter Works on a different computer or if you are in Works and your computer shuts down unexpectedly, you will be asked to enter in your email address along with your username and password to access the Works site again.

Note: If you forget your password, the ‘forgot your password?’ option in Works is not functional. You will need to email proadmin@ouhsc.edu to have your password reset.